

Per 3  
CPI-4220

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Executive Registry
6-4040

MEMORANDUM FOR: Deputy Director (Administration)

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SUBJECT : Position Descriptions - [REDACTED]

1. Reference is made to your memorandum of 4 December 1954 concerning the delay in the submission of position descriptions for the [REDACTED]

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2. The Field was informed that the job descriptions should be submitted to Headquarters within ninety days after 30 July 1954. On 29 October 1954, the Field cabled Headquarters and stated that the deadline would not be met by at least 45 days which would mean that the descriptions should be in Headquarters by 15 December 1954. [REDACTED] of your office was advised of the extended deadline by the FE Personnel Officer. This delay is contributed in part, at least, to the fact that the Personnel Officer for the [REDACTED] had to return to Headquarters in October because of family illness, and a replacement has not yet been sent to the Field.

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3. Another cable is being sent to the Field requesting information as to when the position descriptions can be expected and you will be notified immediately when the reply is received.

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[REDACTED]  
Chief of Administration, DD/P

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